



CERTIFICATE OF OCCUPANCY WORKFLOW



Please note that the Certificate of Occupancy application process may take **2-3 weeks**. Delays may occur due to incomplete application submissions and/or negative inspection results. To ensure optimal efficiency, the applicant should be prepared to meet all regulations per Leon Valley City Code, which can be accessed by visiting www.leonvalleytexas.gov and selecting "Code of Ordinances". A sample copy of the Code Compliance Inspection Checklist has also been included with this packet for applicant review.